

# Inside Wireman On the Job Training Work Card Report

For optimum accuracy, print only in ink. Use CAPITAL LETTERS.

Union Card Or SSN Number		Date Report Submitted			
Last Name					
First Name		M.I.		Student Type	
Employer Name			Class ID Number		
Work Hours for the Month of		/		/	
			Were you on disability for this period? <input type="checkbox"/> NO <input type="checkbox"/> YES		

Enter the number of actual clock hours (including overtime) for each category worked.

	<b>A. <u>Planning and Initiating Project</u></b> <ul style="list-style-type: none"> <li>• Temporary Power</li> <li>• Grounding Systems</li> <li>• Site Work Exterior</li> </ul>	<ul style="list-style-type: none"> <li>• Material Handling &amp; Cleaning/Maintenance</li> <li>• Layout/Blue Prints/Specifications</li> </ul>
	<b>B. <u>Planning an dInstalling Branch Circuits</u></b> <ul style="list-style-type: none"> <li>• Conduit Installations</li> <li>• Cable Tray/Floorduct</li> <li>• Outlet Boxes</li> </ul>	<ul style="list-style-type: none"> <li>• Wire Installation</li> <li>• Splicing/Termination</li> </ul>
	<b>C. <u>Establishing Power Distribution within Project</u></b> <ul style="list-style-type: none"> <li>• Raceways over 2"</li> <li>• Service and Feeder Cable</li> </ul>	<ul style="list-style-type: none"> <li>• Panel Boards over 200 Amp</li> <li>• Transformer</li> </ul>
	<b>D. <u>Trim, Finish and Hookup</u></b> <ul style="list-style-type: none"> <li>• Receptacles, Fixtures, Motors, Control Devices</li> </ul>	
	<b>E. <u>Special Systems</u></b> <ul style="list-style-type: none"> <li>• Instrumentation and Process Control Systems</li> <li>• Energy Management Systems</li> <li>• Intercom-signal Systems</li> <li>• Telephone, Data, Video and Alarms</li> <li>• Others</li> </ul>	
	<b>F. <u>Start-up, Testing and Troubleshooting Electrical Systems</u></b>	
	<b>Total Number of Hours Worked</b>	

APPRENTICE SIGNATURE \_\_\_\_\_

SUPERVISOR NAME & SIGNATURE \_\_\_\_\_

**\*\*INCOMPLETE WORK CARDS WILL BE RETURNED TO APPRENTICE\*\***

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WRITE IN HOURS WORKED EACH DAY						
SUN	MON	TUE	WED	THU	FRI	SAT
Total Hours Worked						

## How to Complete the Work Card Report

Work card reports are due on the 1st of every month and are considered delinquent after the 15th of the month it is due. **Effective December 1, 2008, all work card reports require a supervisor/foreman's signature.**

Enter the number of actual clock hours (including overtime) on each category worked during the month on the front of this report. You can use the blank calendar on the left of this page to track your daily hours.

Once you've entered the hours, on the front page, (1) be sure the sign the report and (2) have your supervisor/foreman verify your work hours by having them print & sign their name in the space provided.

If you worked for more than one contractor during the month, you must complete a separate work card report for each one. Be sure that you enter the last day you worked at each contractor in the **"Work Hours for the Month of" field.**

You are required to complete a work card report even if you are not working (i.e., disability, leave of absence, etc.).

### **A. Planning and Initiating Project**

- Temporary Power
- Grounding Systems
- Site Work Exterior
- Material Handling & Cleaning/Maintenance
- Layout/Blue Prints/Specifications

### **B. Planning an dInstalling Branch Circuits**

- Conduit Installations
- Cable Tray/Floorduct
- Outlet Boxes
- Wire Installation
- Splicing/Termination

### **C. Establishing Power Distribution within Project**

- Raceways over 2"
- Service and Feeder Cable
- Panel Boards over 200 Amp
- Transformer

### **D. Trim, Finish and Hookup**

- Receptacles, Fixtures, Motors, Control Devices

### **E. Special Systems**

- Instrumentation and Process Control Systems
- Energy Management Systems
- Intercom-signal Systems
- Telephone, Data, Video and Alarms
- Others

### **F. Start-up, Testing and Troubleshooting Electrical Systems**